

## Chapter 7 – Building Foundations

Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Instructions: Circle correct answers.*

### 3 true/false

1. (T or F) The term *curriculum conversion* refers to simply putting a course online without making many adjustments.
2. (T or F) As with any good course, an instructor needs to begin with the end in mind.
3. (T or F) An online course can go well even if clear participation guidelines are not established.

### 7 multiple choice

4. Which of the following are NOT cited as best practices for an instructor's "what students can expect of me" guideline?
  - a. I will maintain a positive learning environment for all students.
  - b. Course materials will be prepared on time.
  - c. I will treat all students fairly and with respect.
  - d. I will return graded work when it is convenient for me as your instructor.
5. Pallof and Pratt list 4 steps involved in creating an effective syllabus for an online course. Which of the following is NOT one of these 4 steps?
  - a. Developing and aligning assessment with outcomes and objectives.
  - b. Establishing topic-driven course outline.
  - c. Making certain that every detail of all assignments is planned and published in advance.
  - d. Choosing appropriate reading materials, assignments, and tasks.
  - e. Defining outcomes and objectives.

6. The authors contend that a good place to start implementing their techniques is to begin with what they call...?
- a. Community Jump Start
  - b. Orientation Week
  - c. Meet n' Greet
  - d. Week Zero
7. Which of the following do the authors recommend an instructor apply to achieve greater online teaching success?
- a. Be prepared to use humor and inject fun into the process.
  - b. Jump right into course content the first week.
  - c. Lean heavy on deadlines to motivate stragglers.
  - d. Let students get creative with how they try to contact their professor.
8. Which of the following is not an appropriate "take away skill" from an online class?
- a. Writing a potentially publishable article.
  - b. Debugging a computer program.
  - c. Design and deliver an online training program.
  - d. Expanding your Facebook friendship circle with classmates.
9. Essential components to build "social community" include:
- a. Introductions, bios, and ice breakers
  - b. Discussion boards and postings
  - c. Collaborative assignments

d. All of the above

10. Which of the following do the authors NOT list as components of an effective online course?

a. Course is instructor focused

b. Accessibility

c. Relevant content

d. Interactivity